Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

2019 NOV -4 PH 4: 20

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached: ☑ The <u>original</u> Employee Pre-Travel Authorization (Form RE-1), AND A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invited list, etc.) Private Sponsor(s) (list all): World Vision Incorporated and Save the Children Travel date(s): September 28, 2019 through October 5, 2019 Name of accompanying family member (if any): Relationship to Traveler:

Spouse ☐ Child IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.) Expenses for Employee: **Transportation Lodging Expenses** Meal Expenses Other Expenses **Expenses** (Amount & Description) ☐ Good Faith \$2,990.10 \$731 \$344.55 \$166.10 (for business **Estimate** visa) Actual Amount Expenses for Accompanying Spouse or Dependent Child (if applicable): Transportation **Lodging Expenses** Meal Expenses Other Expenses **Expenses** (Amount & Description) ☐ Good Faith Estimate ☐ Actual Amount Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if See attached itinerary. ÇĢ C (Printed name of traveler) TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER: I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

(Signature of Supervising Senator/Officer)

Form RE-2

(Revised 1/3/11)

Malawi Congressional Staff Learning Trip

September 28 - October 5, 2019

Transit Day - Saturday, September 28

11:00am

Depart Washington, D.C. from Dulles to Lilongwe on Ethiopian Airlines

Day I - Sunday, September 29

3:30pm Arrival in Malawi – Staff will be at the airport to greet the group.

4:00pm-5:15pm Transit to President Walmont hotel and check in.

6:30pm-8:00pm Welcome working dinner with World Vision and Save the Children Malawi staff.

Overview of the two organizations and programs in Malawi.

Overnight: President Walmont, Lilongwe

Day 2 – Monday, September 30

Location: Lilongwe Attire: Business Casual

8:30am-9:30am Working breakfast. Security and protocols briefing.

9:300am-11:30am USAID Mission Briefing with Mission Deputy Director Catie Lott and

representatives from Maternal and Child Health, Nutrition, Education and Food Security teams. Discussion will focus on U.S. government investments, strategies, and priorities in Malawi, with the goal of giving trip participants an improved understanding of the U.S. government's role in these sectors. In

particular, we will focus on the health sector as the primary focus area for the trip. This discussion will help set the stage for field visits and give context to

the work that will be seen over the course of the trip.

11:45am Transit to Latitudes Restaurant for lunch

12:00pm–1:30pm Working lunch with World Vision and Save the Children Malawi staff and other

development partners. Debrief of meeting with USAID and discussion of challenges and opportunities for partnership with the US government from the perspectives of implementing partners. Invited partners include Management

Sciences for Health, the World Food Program, and Baylor University

1:30pm-2:00pm Transit to Malawi Ministry of Health.

2:00pm-3:30pm Meeting with Malawi Ministry of Health officials, including Minister of Health and

Population Hon. Jappie Mhango and other technical experts on maternal and child health, nutrition, HIV/AIDS, and malaria. Discussion of the current health challenges in Malawi and priorities for the government, including efforts to improve domestic funding for global health and strategies to address the leading causes of death for mothers and children. Meeting will help grow understanding of the role of the Ministry of Health and Population and how it works in

collaboration with the U.S. government.

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4:00pm-4:30pm Transit to hotel

6:00pm-7:30pm Working dinner – debrief of the day and review of next day's itinerary.

Overnight: President Walmont, Lilongwe

Day 3 - Tuesday, October I

Location: Mangochi Attire: Casual

7:00am	Breakfast at President Walmont and check out
8:00am–8:45am	Transit to Lilongwe airport for charter flight to Mangochi
8:45am–9:30am	Check in for charter flight
9:30am–10:30am	Flight to Mangochi – scene setter discussion in transit with pre-reads on the project visits.
I I:00am-12:30 pm	Visit to Mangochi – Adolescent Girls and Young Women (AGYW) and Global Fund Projects: highlight comprehensive approach to empower AGYW through encouraging young girls to stay in school, improving hygiene awareness, and facilitating village savings and loans for women doing handmade crafts. Hear testimonies of transformation from some program beneficiaries from out-of-school and in-school clubs
12:30pm-1:30 pm	Working lunch in Mangochi. Discussion with World Vision staff on outcomes of the AGYW and Global Fund Projects; time for Q&A
1:30pm- 4:00pm	Visit to a village clinic: demonstrate comprehensive approach to reducing malaria mortality and morbidity through expansion of vector control, testing and treatment at healthy facility and community level, and social and behavior change communication.
4:00pm-5:15pm	Transit to Sunbird Ku Chawe Hotel
6:30pm-8:00pm	Working dinner- debrief of the day and review of next day's itinerary
	 .

Overnight: Sunbird Ku Chawe Hotel, Zomba

Day 4 - Wednesday, October 2

Location: Machinga/Zomba

Attire: Casual

7:30am	Breakfast and hotel check out
8:30am~10:00am	Visit to Machinga District Hospital. Brief meeting with District Health Management Team to discuss US government support of the hospital, followed by a tour of several Wards, including maternity and pediatric.

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10:30am—12:00pm	Visit to Mlomba Health Centre and meet with the Health Action Committee, which is supported by the Machinga Demand Creation and Social Accountability Project, funded by USAID. Hear from the Committee, comprised of community volunteers, about the role they play in facilitating care and liaising with both Health Centre beneficiaries and providers to improve health services.
12:30pm—1:30pm	Working buffet lunch. Discussion with World Vision staff on outcomes of the Machinga Demand Creation Project and time for Q&A
1:30pm-2:30pm	Transit to Save the Children program.
2:30pm—4:00pm	Visit to Gologota Primary School to observe implementation of a Learner Treatment Kit clinic, which aims to improve school attendance by training teachers to diagnose and provide treatments for malaria. Tour the school—including new gender-specific hygiene facilities that promote water, sanitation and hygiene (WASH)—observe Inclusive Literacy Boost lessons and meet with teachers and school authorities.
4:00pm-5:00pm	Transit to Blantyre and hotel check in
6:30pm-8:00pm	Working dinner – review of next day's itinerary

Overnight: Sunbird Ku Mount Soche, Blantyre

Day 5 - Thursday, October 3

Location: Blantyre Attire: Casual

7:00am

7:45am–8:30am	Transit to Libuda Village Health Outreach Clinic
8:30am—10:00am	Visit Libuda Village Health Outreach Clinic—connected by the Mdeka Health Centre—operated by Save the Children and funded through the Pfizer Foundation. This clinic focuses on Family Planning (FP) and Immunization (EPI). The project promotes access to services by integrating FP and EPI to allow the community members access services closer to them and reducing the number of visits in accessing services. Discussion with 2-3 beneficiaries of the program on how it has benefited them and their family.
10:00am-10:45am	Transit to ENACT project.
10:45am-12:30pm	Meet with staff, community leaders, and beneficiaries of the ENACT (Engendered Nutritional and Climate Resilience Actions in Vulnerable Communities Together) project, operated by Save the Children, which focuses on improving nutrition, food security and building resilience for vulnerable communities and households. View demonstrations and discuss how the project has supported households with nutrition, cooking, village savings and loan, kitchen gardens, livestock, WASH, and disaster risk reduction activities.
l:00pm-2:00pm	Working lunch. Discussion with Save the Children staff on ENACT project and outcomes, including time for Q&A.

Breakfast and check out of hotel

2:00pm-2:45pm Transit to Blantyre airport.

3:30pm-4:30pm Charter flight to Lilongwe.

5:00pm-5:45pm Transit to President Walmont Hotel and check in

6:30pm-8:00pm Working dinner – debrief of the day and review of next day's itinerary

Overnight: President Walmont Hotel, Lilongwe

Day 6 – Friday, October 4

Location: Lilongwe Attire: Casual

9:00am-11:00am Debriefing breakfast with World Vision and Save the Children Malawi national

teams and representatives from USAID. Review of visits and

impressions/questions. The U.S. Ambassador to Malawi, Robert Scott, will stop

by around 10:00 a.m. to participate in the discussion.

1:00pm Check out of hotel

1:30pm-2:15pm Transit to Lilongwe airport

4:00pm Depart for Dulles on Ethiopian Airlines

Transit Day - Saturday, October 5

8:40am Arrive at Dulles

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

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<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the <u>Select Committee on Ethics</u> in <u>SH-220</u>. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC AUG29'19PH 3:57

Nia	Michael Callesen
Name of Traveler:	Senate Committee on Foreign Relations
Employing Office/Committee:	——————————————————————————————————————
Private Sponsor(s) (list all): World Visio	on Inc, Save the Children
Travel date(s): September 28, 2019 -	
Note: If you plan to extend the tri	ip for any reason you <u>must</u> notify the Committee.
Destination(s): Malawi	
Explain how this trip is specifically conne	ected to the traveler's official or representational duties:
committee, this trip will give me an opportur	staffer who works on the foreign assistance and global health portfolios for the nty to see where and how U.S. foreign assistance is spent in Malawi. This is an sight of how U.S. funds are being spent and to learn how future funds could be directly
Name of accompanying family member (Relationship to Employee: Spouse	
I certify that the information contained in	this form is true, complete and correct to the best of my knowledge:
08/29/19	Michael Calles
(Date)	(Signature of Employee)
Secretary for the Majority, Secretary for the N	
Senator James E. Risch	hereby authorize
(Print Senator's/Officer's Name)	(Print Traveler's Name)
related expenses for travel to the event de	to accept payment or reimbursement for necessary transportation, lodging, and scribed above. I have determined that this travel is in connection with his or her older, and will not create the appearance that he or she is using public office for
I have also determined that the attendance	of the employee's spouse or child is appropriate to assist in the representation
of the Senate. (signify "yes" by checking box	り <u></u>
08/29/19	Im Zhinh
(Date)	(Signature of Supervising Senator/Officer)
(Revised 10/19/15)	Form RE-1

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

World Vision Incorporated and Save the Children
Description of the trip: Educational trip to view international development programs on maternal and
child health, nutrition and livelihoods in Malawi, with a focus on US government supported programs
Dates of travel: September 28, 2019 - October 5, 2019
Malawi - Lilongwe, Mangochi, Blantyre Place of travel:
Name and title of Senate invitees: See Addendum A
I certify that the trip fits one of the following categories:
 (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip. −OR −
(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
1 <i>certify</i> that:
The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement. - AND -
The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign princip except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9)

Greign principal, one of the following scenarios applies: Greign principal, one of the following scenarios applies: Greign principal will accompany the officer, or employee an any segment of the trip. Greign principal will accompany the officer, or employee an any segment of the trip. Greign principal will accompany the officer, or employee an any segment of the trip. Greign principal will accompany the were principal will accompany the overnight stays) and no registered lobby ists or agents of a foreign principal will accompany the Member, officer, or employee an any segment of the trip (see questions 6 and 10). Greign principal will accompany the Member, officer, or employee and no registered lobby ists or agents of a foreign principal of the Internal Revenue Code of 1986 and no registered lobby ists or agents of a foreign principal accompany the Member, officer, or employee at any point throughout the trip.		
overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the officer, or employee an amy segment of the trip. OR = (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee an amy segment of the trip (see questions 6 and 10). OR = (C) The trip is being sponsored only by an organization or organizations designated under § 50 of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign princip accompany the Member, officer, or employee at amy point throughout the trip. 10. USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required Senate invitees to participate in the travel: World Vision is coordinating international and domestic travel arrangements and site visits. Save to Children is coordinating in-country meetings with US and Malawi governments and site visits. Both organizations are jointly coordinating all other planning and conducting of the trip. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mit World Vision is a child-focused development organization operating in Malawi since 1982. Save the Children has been working in Malawi since 1983 and works to ensure children are protected and he The trip relates to the sponsor missions by highlighting how health issues in Malawi impact poverty. Briefly describe each sponsor's prior history of sponsoring congressional trips. Save the Children has	9.	I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a
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14. Briefly describe each sponsor's prior history of sponsoring congressional trips: Over the past 6 years, World Vision has sponsored 10 Congressional trips. Save the Children has		Children has been working in Malawi since 1983 and works to ensure children are protected and healthy.
Over the past 6 years, World Vision has sponsored 10 Congressional trips. Save the Children has		The trip relates to the sponsor missions by highlighting how health issues in Malawi impact poverty.
	14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:
previously sponsored Congressional trips in recent years.		Over the past 6 years, World Vision has sponsored 10 Congressional trips. Save the Children has not
		previously sponsored Congressional trips in recent years.

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Each sponsor hosts	congressional briefings,	educational meeting	gs, and provide educa	tional materials fo
congressional office	s to assist with understar	nding of foreign affai	rs issues, particularly	as they relate to
children and their fa	milies.			
Total Expenses for E	Each Participant:			
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☑ Good Faith estimate	\$4,000 (See addendum B)	\$711 (See addendum B)	\$315 (See addendum B)	\$120 (See addendua B)
☐ Actual				
Amounts State whether a) the participation or b) the congressional participation	trip involves an event that the trip involves an event to ipation: ed specifically with regard	that is arranged or or	ganized <i>specifically</i> w	_
Amounts State whether a) the participation or b) the congressional participation	ne trip involves an event t ipation:	that is arranged or or	ganized <i>specifically</i> w	_
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Amounts State whether a) the participation or b) the congressional participation of the congressional participation of the congression of the con	the location of the event	that is arranged or or d to congressional parties or trip overnment health property overnment health property over the congression of the congress	ganized specifically was	vith regard to
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21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants			
	compares to the maximum per diem rates for official Federal Government travel:			
	Lodging and meals will generally be less than the maximum per diem rate, with the exception of one night of			
	lodging (Sunbird Ku, Chawe, Zomba). See attached addendum B for the comparison of per diem rates			
	and estimated trip daily expenses.			
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first			
	class transportation will be provided. If first-class fare is being provided, please explain why first-class			
	travel is necessary:			
	Round trip international flights and round trip in-country charter flights will be coach class (see addendum)			
	C). In-country bus transportation will be coach class buses.			
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include			
	expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).			
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:			
	N/A - No entertainment will be provided as part of the trip			
25.	I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor): Signature of Travel Sponsor:			
	Name and Title: Lisa Bos, Director of Government Relations			
	Name of Organization: World Vision Inc			
	Address: 300 I Street NE, Washington, DC 20003			
	Telephone Number:			
	Fax Number:			
	E-mail Address:			

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

SIGNATURE PAGE FOR ADDITIONAL SPONSOR

(to be completed by each additional sponsor)

I hereby certify that the information contained on pages 1-4	of the certification form and an	y
accompanying addenda, all submitted in connection with the	September 28-October 5, 2019	trip
to Malawi is true, complete, and corr	Dates of Travel (Month Day, Year) ect.	- ·
Place of Travel		
Signature of Travel Sponsor: Name and Title: Jill Carney, Associate Director of Global		
Name and Title: Jill Carney, Associate Director of Global	Health and Development Pe	olicy
Name of Organization; Save the Children	······································	
Address: 899 N. Capitol St. NE, Suite 900		
Telephone Number: 202-794-1869		
Fax Number:		
E-mail Address: jcarney@savechildren.org		

Addendum A

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Addendum B

Comparison of U.S. Department of State per diem rates for Malawi and the daily expenses for this trip:

- U.S. Department of State daily maximum per diem rates for Malawi (including lodging and M&IE):
 - Lilongwe \$236 (lodging \$150, M&IE \$86)
 - Blantyre \$230 (lodging \$146, M&IE \$84)
 - o Zomba (Mangochi) \$198 (lodging \$117, M&IE \$81)
- Daily expenses for this trip:
 - September 29 City: Lilongwe

Lodging - \$147, meals - \$30 (good faith estimate), total = \$177

September 30 – City: Lilongwe

Lodging - \$147, meals - \$75 (good faith estimate), total = \$222

October 1 – City: Zomba/Mangochi

Lodging - \$130 (option is over per diem but was chosen due to proximity to site visits and appropriate security), meals - \$50 (good faith estimate), total = \$180

o October 2 - City: Blantyre

Lodging - \$140, meals - \$50 (good faith estimate), total = \$190

o October 3 – City: Lilongwe

Lodging - \$147, meals - \$60 (good faith estimate), total = \$207

October 4 – City: Lilongwe

Lodging - \$0 (overnight flight), meals - \$50 (good faith estimate), total = \$50

- Transportation expenses:
 - o In country transportation (rented buses and Toyota Prado SUVs) = \$300 per person
 - o In country roundtrip charter flights \$1500 per person
 - o Roundtrip international coach flights \$2200 per person
- Other estimated expenses:
 - o Visa expenses \$120 per person

Addendum C:

Additional explanation of charter flight

World Vision plans to charter in-country flights (inquiries in progress) for travel from Lilongwe to Machinga on October 1st and from Blantyre to Lilongwe on October 3rd. Class of travel is coach.

We have chartered due to security and logistics concerns.

MALAWI AIR FORCE

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4. AIRWORTHINESS

In its hereby certified that the work recorded above has been carried out in accordance with Malawi Air Force regulations and the requirements of the aircraft manufacturers Ruag Aerospace Services in that respect, the alteralt its considered altworthy and litt for release to service.

5.DETAILS OF CERTIFYING AUTHORITY

MARIOR SULLUS MORRIME

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SECTION 05-05-00 AIRWORTHINESS LIMITATIONS AUTHORITY APPROVAL SHEET

Effectivity: DORNIER 228-100/-200/-101/-201/-202 for Normal Category 228-212 for Commuter Category								
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1	Mar 09/2005	16	1	Nov 20/2008	2	X	Dec 12/2008	

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